



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 19, 2020

### Management Reports

1. **Manager's Notes - See weekly report**
2. **Finance Department - See weekly report**
3. **Public Works Department - See weekly report**
4. **Community Development Department - See weekly report**
5. **Police Department - See weekly report**
6. **Fire Department - See weekly report**

### VILLAGE CALENDAR

#### March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

#### Thu Mar. 19

[Zoning Board of Appeals and Planning  
Commission \(ZBA/PC\) Meeting](#)  
[Canceled](#)

#### Tue Mar. 24

[Special Events Committee Meeting -  
Cancelled](#)

#### Mon Apr. 6

[Village Board Regular Meeting](#)

#### Fri Apr. 10

[Firefighters' Pension Meeting](#)

#### Tue Apr. 14

[Clarendon Blackhawk Mosquito  
Abatement Dist. Meeting](#)

#### Wed Apr. 15

[Chamber of Commerce Meeting](#)

#### Thu Apr. 16

[Zoning Board of Appeals and Planning  
Commission \(ZBA/PC\) Meeting](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** March 19, 2020  
**Subject:** Weekly Report

- **Staff Response to Coronavirus Pandemic:** -- As you know, the Village has taken extraordinary measures to address Village services during this crisis. Individual department reports will provide more details on specifics. I did want to relay to the Board and the public how PROUD I am of the Village staff as this was implemented this week. Department Heads have acted with the dedication and responsibility that we have come to expect. Every report I have received is that all Village employees, mostly working at home but also in an on-call capacity, have responded very well to the challenge. Thank you to all our employees.
- **Small Cell Wireless Update** – The Village Board reviewed several issues regarding small cell at the meeting on Monday night. We appreciated that, after more than 100 people were urging to attend the meeting to discuss this issue despite the Coronavirus crisis, cooler heads prevailed. About 50 people did send e-mails in support of further action. The Village Board acted to renew the agreement with Strategia for communication and lobbying services and directed that the Village Attorney prepare an ordinance adopting most of the controlling actions that were considered by Western Springs. This ordinance would be considered at an upcoming meeting, most likely on April 6<sup>th</sup>, though all future meetings and actions should be considered tentative due to the Coronavirus crisis.
- **Coronavirus Update** – Members of Village staff continue to participate in meetings regarding this issue, including a conference call with the Governor's office this afternoon. As we all know at this point, this is a rapidly evolving situation. In regard to our services, departments have been authorized to reduce unnecessary physical contact to the extent possible without the loss of essential services. For instance:  
**Emergency Declarations:** On Monday night the Village Board authorized, and the Village President has signed, a Proclamation of Emergency and Declaration of a State of Emergency. These actions were taken as a precaution. As of now, no actions have been taken. If and when something occurs, we will make every effort to make sure the Board and public are advised.  
**Working with Businesses and Chamber:** These are difficult times for businesses in general and small businesses in particular. Many are closed entirely or trying to operate electronically. Restaurants, as of this writing can stay open for delivery and carry-out services. Most Clarendon Hills restaurants are making this effort. Please support our businesses while staying safe!  
**Response of the Public:** I discussed the response of Village employees above. I would also like to state that Village residents and businesses have also responded to this crisis in a responsible and appropriate fashion.

As a reminder, a page has been set up on our website to provide information and updates for public consumption. This includes links to agencies such as the Health Department that have the most up-to-date information.

- **Metra Services**- Per the attached notice, Metra has reduced its weekday services as part of its Coronavirus response. FYI.

- **ACS Cloud Server** –We were able to fix the hardware issue. Go live date is now March 23<sup>rd</sup>. This will allow us to move off of an IBM mainframe and allow remote access as necessary.
- **Office 365 Implementation:** We are continuing our implementation plan for Office 365. Tentative cutover is scheduled for April. These tools will also allow for additional resiliency for our office functions if necessary.
- **Reimbursement for COVID-19 Costs:** The Village is exploring different ways to get reimbursement for costs related to COVID-19. The equipment and other costs seem likely to be reimbursed. There is also some assistance for staffing costs that has already been authorized. I want to thank our new employee Kari Krzemkowski for jumping in quickly to work on this issue.

Try to Enjoy the upcoming weekend and stay Safe!



**FOR IMMEDIATE RELEASE**

# **Metra switching to alternate schedules on Monday, March 23 due to coronavirus**

*Service represents about half the normal weekday schedule*

CHICAGO (March 19, 2020) – Metra will begin operating an alternate weekday schedule on Monday, March 23, to adjust for the reduced number of riders due to school closures, work-from-home mandates and other consequences of the coronavirus pandemic. It will operate its normal weekend schedules this weekend on lines that have weekend service.

The alternate schedules, which can be viewed on [metrarail.com](http://metrarail.com), represent about half of Metra's normal weekday service but provide adequate service for those who still need to travel. There will be changes for every line except the Heritage Corridor, which will operate its normal schedule. Where we are able to, we will maintain the number of cars on trains to allow for social distancing. The reduced schedules will remain in effect until health officials deem the crisis has passed and/or ridership begins to return to normal. On a line-by-line basis, Metra is monitoring ridership and may further reduce service to meet the ridership demands.

"This is an unprecedented situation; we are attempting to do our best to provide service for those who still need public transportation and match service with demand," said Metra CEO/Executive Director Jim Derwinski.

Although Metra does not have hard numbers, it experienced a severe drop in ridership late last week, as the impacts of the pandemic spread. That decline has continued this week, particularly after many businesses switched to work-from-home and Gov. J.B. Pritzker ordered the closing of schools statewide and banned large gatherings in order to stop the spread of the virus.

Because it remains difficult to accurately predict the demand for service, and therefore the amount of service required to meet that demand, further adjustments are possible if the alternate schedules prove inadequate. Metra will give customers ample warning if schedules need to be adjusted again. Any potential changes to weekend schedules also will be announced with ample warning.

Metra is encouraging all riders to use the Ventra app for tickets because it requires less interaction with conductors. The app can be downloaded for free from the App Store or Google Play.

The reduction in service will also give Metra a greater opportunity to clean its cars, concentrating on disinfecting high-touch areas such as handrails, door handles and seats, because we will need fewer trainsets for service.

“We never take a reduction in service lightly, but we are using this as an opportunity to provide passengers with even safer conditions,” Derwinski said. “It is our intent to continue to provide train service unless instructed not to do so.”

This past weekend, Metra began bringing on extra crews on weekends to do additional cleaning and disinfecting of our cars and locomotives. Metra also brought in extra crews to clean and disinfect downtown stations.

Metra will continue to monitor this situation and stay in touch with federal, state and local health authorities. We hope all our customers stay safe and healthy.

For all of Metra’s response to the coronavirus pandemic, please go to [metrarail.com](https://metrarail.com).

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#### ***About Metra***

*Metra is one of the largest and most complex commuter rail systems in North America, serving Cook, DuPage, Will, Lake, Kane and McHenry counties in northeastern Illinois. The agency provides service to and from downtown Chicago with 242 stations over 11 routes totaling nearly 500 route miles and approximately 1,200 miles of track. Metra operates nearly 700 trains and provides nearly 281,000 passenger trips each weekday.*

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## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 19, 2020  
**Subject:** Department Report

1. Beginning on Tuesday the Finance Staff has begun working remotely, fortunately with the assistance of IT this has been a seamless transition for the most part. Phone calls to the Village are going to the respective departments as normal and are being monitored remotely. Staff is still coming into the office to take care of some processes that just simply must be done on site. An example would be processing incoming and outgoing mail, bulk printing for Accounts Payable/Receivable and Utility Billing.

I have finance staff submitting to me daily by 5pm what I like to call the "Daily Update" in addition to that we are in constant contact via email, phone, text, or facetime. The "Daily Update" has been a useful tool in keeping me up to date with a detailed report of what is being accomplished daily as well as any issues that need to be addressed.

All functions of the Finance Department are operating as normal.

Finance Staff: In addition to the normal finance activities I continue to monitor briefings sent from the IML and other government agencies. Finance has put together documents to track and record financial impacts to the Village as a result of Covid-19 as it appears that we would be eligible to take part in the cost recovery grant process. I will keep management and the Board updated to ongoing information as it becomes available.

Payroll was processed as normal for the regularly scheduled Friday pay date. Payroll is a bi-weekly process that is all web-based. The Village has an online time tracking system that allows all employees to record their time online or there is an app that can be accessed by phone. All supervisors can manage their departments time and approvals via online or the app.

Finance is also very busy at this time of year as we are preparing for the annual audit. Sikich will be onsite at the end of April. Our Senior Accountant Kari who just recently joined the Village has been able to jump right in and has been updating schedules.

Finance has worked in conjunction with Community Development to accept construction and building deposits online. This became available Thursday morning at 10am. Fortunately accepting payments online has been a priority for the Finance Department and has been instituted and working for a couple of years now with a few tweaks along the way, at this point the Village Website has been setup to allow for any payment that needs to be made to the Village.

Utility Billing: Continues to process all payments received, answer any billing related questions, processing finals.

Accounts Payable / Receivable: On Tuesday, checks were sent out as part of our normal schedule after the Monday night Board meeting. Invoices are being scanned and sent for electronic approval when necessary thus allowing the check run process to continue at its normal pace. If there is a rescheduled/cancelled board meeting, we will continue with the normal approval process that has been implemented for these instances. The Check register will be sent out as part of the weekly report on those applicable weeks.

2. As mentioned in last weekly report Staff would like to remind residents of the various ways to pay their water bill while practicing safe social distancing:

- **Online Payments**

- [www.clarendonhills.us/388/Online-Bill-Pay](http://www.clarendonhills.us/388/Online-Bill-Pay)

1. Pay by Credit/Debit Card (*All major credit cards accept with no addition fees*)
2. Sign up for Auto Debit (ACH – auto draft a checking or savings account)

- **Pay In Person/Drive Up Drop box**

- The Village Hall is open Mon-Fri 9am-noon and 1pm -5pm, in addition there is 24/7 mail slot available next to the front door.
  - Clarendon Hills Bank has Drive-up Drop box is in the outside drive-up lane



- **Pay by Mail**

Use the enclosed remittance envelope that came along with the bill addressed to:

Village of Clarendon Hills  
PO Box 5671  
Carol Stream, IL 60197-5671



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** March 19, 2020  
**Subject:** Weekly Report

1. In an effort to “stop the spread,” Public Works has gone to a minimum staffing plan and when crews are in they are maintaining social distance from each other.
2. As we do as a normal course of business, we continue to monitor both water towers and check on the water supply intake locations daily. Monthly water samples were taken this week and a number of JULIE locates performed.
3. Crews disinfected the door handles and railings at the train station each day.
4. We took delivery of some additional materials for the Richmond Garden project. We prepped the area for the installation of a hand pump. Gabion baskets were assembled to hold decorative rock and will eventually be placed on either side of the pedestrian bridge. Additional brick pavers will be installed next week.
5. Crews delivered a pump to Chestnut Alley in advance of today’s rain. While the forecast calls for an inch or less for the next 24 hours, there is a chance for isolated thunderstorms so we wanted to be ready. We will keep someone on-call in case we need to come in overnight.
6. We have been locating utilities and setting survey marks for the realignment of Golf at Burlington. This project is expected to start in early April.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: March 19, 2020  
RE: Department Report

1. **Department COVID-19 Response.** The Community Development Department reached out to permit applicants of new residential construction, major remodel or commercial projects that are under review, ready for pick up, on-going or close to finalization. While the Community Development office is closed due to COVID-19, we remain available via email and phone. We will be handling all functions remotely at this time and working with digitized copies of most existing Department files. All permit requests and resubmittals are required to be submitted via email using PDF format. The Department is utilizing the Village's E-Pay system for permit and deposit payment. Inspections for new construction, major remodel and commercial projects will still be made in person. We will have to rely on photographs of completed work for all other completed work.

So far, this system is working well. Meanwhile, anyone with questions should contact the Valerie Smith at 630-286-5410 or me at 630-286-5412. Thanks for your patience and understanding.

2. **Downtown Revitalization Project/Train Station Improvements.**

**ComEd** – On Wednesday afternoon, I attended a conference call with ComEd and John Burns Construction regarding the remaining ComEd work that is preventing the installation of the concrete retaining wall along the inbound platform. During the call, ComEd assured us that they would complete this work by March 30. No guarantees, given the circumstances caused by the Coronavirus Pandemic.

**Retaining Wall Samples** – John Burns Construction has constructed three 4' x 8' mock-up molds that will be used to building examples of the new concrete retaining wall. The first sample is scheduled to be poured tomorrow, Friday, March 20, 2020. I plan to post pictures at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).

3. **Chamber of Commerce.** Wednesday morning the Chamber of Commerce held its first virtual video meeting. During the meeting I reported that the Village is collaborating with others to develop programs to maintain community connections, promote commerce, protect business assets, and prepare for recovery. Members of the Chamber shared their ongoing experiences and evolving strategies in dealing with the current volitial economic environment. Their collaborative spirit was inspiring.

It is essential to keep our business community in our thoughts, and more importantly in our lives through ongoing purchases of the goods and services. Pick up or have dinner delivered from a local restaurant. Purchase gift certificates. Join a virtual workout from one of our fitness establishments. Send a friendly note reminding them you are thinking of them. Stay in contact.

4. **Richmond Education Gardens and Apiary.** Bricks are scheduled to be installed next week, weather permitting.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 19, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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### **COVID-19:**

In order to protect our residents and officers from the spread of the COVID-19 virus, I have implemented changes on how we will respond to calls for service. Hopefully these changes will be temporary.

Emergency calls / High Priority calls for service:

- Please call 911 and state your emergency. During this call, dispatch will ask a few questions about your current health status and recent travel history. These questions are meant to protect us from potential COVID-19 exposure.
- An officer will respond for any violent crime, in progress battery or domestic situation, vehicle crash, burglary, etc.
- An on-duty supervisor will ensure an appropriate response is made.

Non-Emergency / Low Priority calls for service:

- Please call 911 if you need to speak with an officer. Dispatch will vet all 911 calls and determine what response is appropriate. An on-duty supervisor will confirm what response is needed.
- If your 911 call is a non-emergency, a paper crime, identity theft, fraud report, ordinance violation, etc., dispatch will gather all the pertinent information and a Clarendon Hills Police Officer will call you and take your report. Please do not come to the police station for these types of complaints.

Police Department Lobby:

- The police department lobby is closed for regular business. Anyone coming to the station to report a non-emergency will be asked to return home and follow the protocol previously mentioned. Please pay any permit fees or ticket fines on-line through the Village web site. [www.clarendonhills.us/greenpay](http://www.clarendonhills.us/greenpay)

### **Significant Calls for Service:**

On March 14, 5:44pm, officers responded to the 100 block of Oxford for a crisis intervention. Assist was made.

On March 17, 2:45am, officers responded to the 5700 block of Western for drug overdose. Officer were able to revive the subject after administering NARCAN.

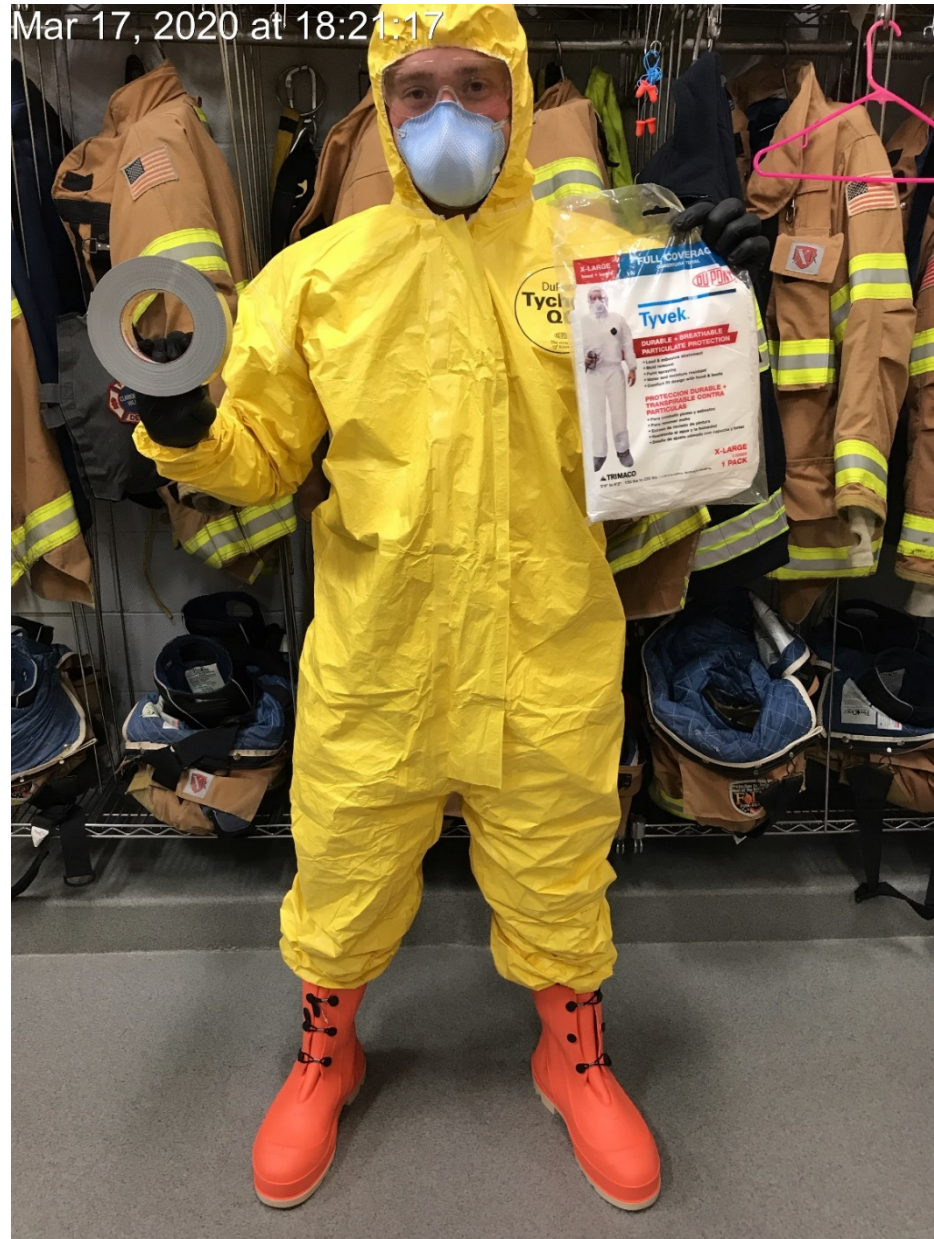
On March 18, 10:53am, officers responded to the Jewel for a retail theft report. A white male, in his 50's, stole items from the store and fled on a motorized bicycle. Pending

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** March 19, 2020  
**Subject:** Weekly Department Report 2020-05

1. Fire Prevention Bureau Activity during the past week.
  - No Activity this week because of COVID-19
2. Training Report:
  - All face to face training has been cancelled because of COVID-19. All firefighters continue to use the Target Solutions on line training.
3. Emergency Medical Services Report:
  - Over the past 7-8 weeks we have been getting many messages from the IDPH and Loyola regarding the Coronavirus. Paramedics and EMT's have special precautions to take to determine if someone might have this and also how to protect themselves and others. Du-Comm also has procedures in place regarding this. Special questions are asked when taking 911 calls. Also if a Coronavirus is suspected, Du-Comm has a system in place to warn first responders.
  - The MABAS Division 10 Fire Chiefs continue to share information electronically and are keeping our Incident Action Plan up to date.
  - We continue to work with the DuPage County Office of Emergency Management, DuPage County Health Department, Loyola EMS System and area fire departments to share information.
  - Lt. Godek and I have participated in several conference calls and Webinars during the past week to learn about the progression of the spread of COVID 19.
  - Lt. Dave Godek has been very busy this week acquiring additional protective clothing and supplies for infection control. All of this information has been passed on to all department EMT-B's and Paramedics. Additional equipment has been placed on all responding vehicles. Additional decontamination procedures are also now in place.
  - Lt. Dave Godek continues to search for sources of certain EMS Protective and cleaning equipment. This is very difficult because of the shortages. So far Lt. Godek has been able to acquire additional N-95 masks, Tychem Suits for paramedics, Tyvek suits, additional surgical gowns, exam gloves, CBRN Filters and Hazmat boots.
  - We have been in contact with the Birches to discuss their contingency plan and the precautions they have in place on site there.
  - Firefighters and Paramedics continually train using the specialized PPE provided.
  - This week we developed a very detailed response plan for firefighters and paramedics for COVID-19 suspected cases.
  - Lt. Godek has been working with Loyola and also the DuPage County Office of Emergency Management regarding the acquisition of additional PPE.
  - All on duty personnel are having their temperatures taken at the beginning of their shifts.

- We are preparing the fire department so that we can continue these procedures and practices for extended period of time, possibly 4-6 months.
- I am in the process of developing a fire department succession plan in case the management of the fire department is comprised by this virus.
- The fire station is locked down and no visitors are allowed inside the fire station at any time.
- Below is a photo of an example of the PPE precautions a firefighter/paramedic will be taking when making with a COVID-19 patient.



4. Clarendon Hills/Hinsdale FD sharing of services report:
  - No report.
5. Emergency Management Report:
  - No report.



6. Du-Comm Report:

- Du-Comm is also prepared for the current events regarding Coronavirus. They are asking additional information when taking 9-1-1 calls. Also additional information as appropriate will be sent to Firefighter, Paramedics and Police Officers responding to medical calls. Du-Comm is no longer accepting tours or sit-a-longs in the dispatch center. Access to the Communications center has been very limited to only persons who need to be in there.
- All Du-Comm meetings have been cancelled for the immediate future.

7. Vehicle maintenance:

- No report.

8. Incidents of Interest:

- Firefighters and Paramedics have responded to two (2) incidents involving patients suspected of having the COVID-19 virus. Both patients have now been tested and results were negative.

9. Mutual Aid Calls:

- None

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
- The fire department responded to fifteen (15) emergency calls in the past 7 days.

If you have any questions or require additional information, please contact me.

